



# WORKFORCE INVESTMENT BOARD

SAN LUIS OBISPO COUNTY

## Workforce Investment Board Application Form

Name of organization who is nominating applicant: San Luis Personnel Services**Applicant Information:**

\* Louise Matheny recommended

Name: Kim MurphyAddress: \_\_\_\_\_ County: SLO

Telephone: (Office) \_\_\_\_\_ (Cell): \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Company/Organization: San Luis Personnel Services No. of Employees: 50+Industry Cluster Represented: Staffing  
(ie, building design, knowledge & innovation, specialty manufacturing, healthcare, agriculture, tourism)

What is your official title and what skills and talents do you bring to your job?

Director of Placements: Employee development, Staff management,  
business development, full cycle recruitment, training,  
budget preparation, benefit administration, knowledge of Fed/State  
labor law.

Do you live in the County where you work? Yes, San Luis Obispo CountyIf not, in what County do you  
reside? \_\_\_\_\_How many years have you worked in the County region? 14 totalHow many years have you worked for your current employer? 8.5

List any affiliations and offices held with other associations/organizations: Advisory Board  
Member of Cuesta College Computer Applications/Office Admin. Program - Member  
of Employers Advisory Council - Member HRACC - Certified Staffing Professional with  
American Staffing Assoc.



Please list any areas in which you are currently involved in workforce development such as being an advisory member on a WIB committee, part of the Youth Council or a participant in an Industry cluster initiative?

Does your organization utilize the One-Stop? We support One-Stop's efforts, referring  
If not why? Candidates + promoting events. Participate as by  
sitting on Employer panel @ Job Seekers Academy

If so, what do you like most about the One-Stop system and what would you like to see be done differently?

The dedication of the staff is wonderful. I would like to see the  
North County location opened back up, but find the Job Seekers  
Academy a nice alternative for now.

Does your organization participate in an industry cluster initiative?

If not, why? Not familiar

If so, what do you like most about participating in industry cluster initiative and what would you like to see be done differently?

What do you think are the critical workforce issues in our region?

Salary vs - Cost of living - training of workforce - cuts to local  
trade + short term education programs.

What will you bring to the Workforce Investment Board of San Luis Obispo County (i.e., network, resources, experience, etc.)?

A very close connection to the local job seeker as well as a firm grasp  
of what local employers from all industries are dealing with when  
it comes to personnel + hiring decisions.



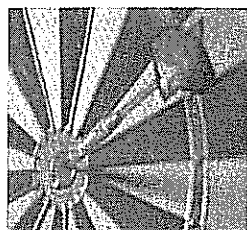
What do you hope to get out of your participation on the Workforce Investment Board of San Luis Obispo County?

The chance to make positive + productive improvements to the employment issues we are faced with

I formally request that consideration be given to my nomination for appointment to the Workforce Investment Board of San Luis Obispo County.

Signature: K. Murphy Date: 2/14/13

# KIMBERLY A. MURPHY



## EDUCATION

SAN FRANCISCO STATE  
UNIVERSITY

BACHELOR OF ARTS  
ENGLISH

## ADDITIONAL QUALIFICATIONS

DIPLOMATIC  
MANAGER

ENTHUSIASTIC  
COLLABORATOR

SKILLED  
NEGOTIATOR

CAPABLE  
WRITER

## MANAGEMENT – HUMAN RESOURCES

September, 2004 – Present

### Director of Placements, San Luis Personnel Services

Manages all front office business operations regarding recruitment, employee relations, job placement and overall client account management. Works closely with the Owners to manage in-house staff including hiring, performance discussions and terminations. Counsels employees on job performance matters, both in-house and off-site placements.

Establishes and maintains relationships with clients (local employers) to stay informed of current and future hiring and business needs. Maintains current knowledge of and advises clients on best practices and federal/state labor laws.

Performs recruitment searches for candidates through internal and external resources. Writes numerous job postings, manages the SLPS website and job board to keep it up-to-date and coordinates job posts on several other job boards. Assists team with social media and marketing.

Coordinates the placement process of job applicants by reviewing employment applications and job orders to match applicants with job requirements; conducting phone interviews; scheduling additional skills testing; conducting in-person interviews with potential job applicants in order to document and evaluate their experience, education, training and skills; scheduling subsequent interviews for clients; conducting post interview follow up with client and applicant; performing reference checks; extending employment offers; conducting national background checks; scheduling pre-employment screening; leading new hire orientations.

Coordinates and attends job fairs and chamber of commerce business expos, mixers and other community events in order to recruit applicants, stay in contact with clients, and network with potential clients.

Coordinates Worker's Compensation Coverage with carrier and assists with the twice yearly audit for coverage renewal.

Conducts and schedules AB 1825 Anti-Harassment Training Seminars throughout the year as needed.

**PROFESSIONAL REFERENCES AVAILABLE UPON REQUEST**